



**DEFENSE LOGISTICS AGENCY**  
**THE DEFENSE CONTRACT MANAGEMENT COMMAND**  
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14 MAR 1996

IN REPLY  
REFER TO AQBC

MEMORANDUM FOR COMMANDERS DEFENSE CONTRACT MANAGEMENT DISTRICTS  
COMMANDERS DEFENSE CONTRACT MANAGEMENT COMMAND  
CONTRACT ADMINISTRATION OFFICES  
ATTN: PERFORMANCE IMPROVEMENT OFFICERS  
EXECUTIVE DIRECTOR, CONTRACT WAGEMENT POLICY

SUBJECT: Automated Metrics System

Over the course of the next 12 months, we will be working to complete the development of the Automated Metrics System. The system will replace the on-line spreadsheet application which is currently being used to gather performance data. As you know, the spreadsheet application represented a reporting burden because it required personnel to gather data from other automated systems or paper logs and re-enter it in the spreadsheet. The metrics system will make data collection transparent to the workforce by establishing a link to existing data bases and by providing a series of standard, automated, on-line logs and registers which will feed directly into an Oracle data base to be known as the DCMC Information Warehouse. For your information, a copy of the project plan is provided at Attachment 1.

The Cognos PowerPlay decision support software is the front end of the metrics system. Since, we have purchased an enterprise license for this software, it can be installed on every desktop and laptop. Full installation of this powerful tool will enable all DCMC employees to conduct multi-dimensional analysis of their processes on-line. The Cognos PowerPlay software can be used today to analyze performance based on data reported through the interim, on-line, spreadsheet methodology. Each month, nine self-extracting zip files, containing the spreadsheet information for the entire Command, as well as information gathered via "Spectra" query, are placed on the DCMC file server. A list of these files and their content is provided at Attachment 2. The DCMC field server address and the procedure for downloading the files is provided at Attachment 3.



Please direct any questions you may have to the Metrics Program Manager, Mr. Joseph F. Petrucelli, (703) 767-2426 or DSN 427-2426.

A handwritten signature in black ink, appearing to read "Thomas E. Brunk". The signature is fluid and cursive, with a long horizontal stroke at the end.

THOMAS E. BRUNK  
Executive Director  
Business Management

Attachments

## Strategic/Functional Joint Application Development (JAD) Session Schedule

As of: 7/18/96

<u>Topic</u>	<u>Process Owner</u>	<u>Strategic JAD<sup>1</sup> Date</u>	<u>Functional JAD<sup>1</sup> Date</u>	<u>Remarks</u>
<u>Transition Increment</u>				
Spreadsheet Conversion	AQBA	12-13 Dec 1995	20 Feb 1996	Reviewed with comments. Awaiting corrections from Contractor.
<u>Increment I</u>				
Pre-Award Survey	AQOD	25-26 Jan 1996	08-12 Apr 1996	Lou/Tom/Joe reviewed manual logs 2/22/95.
Pricing and Negotiation:				
Proposal Evaluation and Negotiation	AQOD	30-31 Jan 1996	08-12 Apr 1996	This portion awaiting review.
Price Related Systems	AQOK	29 Feb 1996	08-12 Apr 1996	
Demographics:				
Contract Count/Obligation/Liquidations (MOCAS/DBMS)		AQBA	22 Feb 1996	08-12 Apr 1996 Roger identified the data and data sources.
Training (DBMS)	AQOJ	29 Feb 1996	08-12 Apr 1996	Oversight input screen for Transition System was reviewed and Oked by J. Allan.
Oversight	AQOF	22 Feb 1996	08-12 Apr 1996	
Contract Closeout (MOCAS)	AQOE	29 Feb 1996	08-12 Apr 1996	
Product and Manufacturing Assurance (MOCAS/QA MIS/ALERTS)	AQOG	01 Mar 1996	08-12 Apr 1996	
<u>Increment II</u>				
Initiatives:				
New Early CAS Actions	AQOD	28-31 May 1996	09-12 Jul 1996	
Process Improvements (PIN)	AQOD	28-31 May 1996	09-12 Jul 1996	
FEDCAS (DCRRS)	AQBB	28-31 May 1996	09-12 Jul 1996	
Flight Safety	AQOI	04-05 Jan 1996	09-12 Jul 1996	
Specialized Safety	AQOI	28-31 May 1996	09-12 Jul 1996	
Program/Customer Support	AQOA	28-31 May 1996	09-12 Jul 1996	
Contingency Contract Administration	AQOG	28-31 May 1996	09-12 Jul 1996	
Progress Payments (MOCAS)	AQOE	28-31 May 1996	09-12 Jul 1996	

Attachment 1

<sup>1</sup> Recommend participation by both Headquarters and Field Personnel.

## **Strategic/Functional Joint Application Development (JAD) Session Schedule**

As of: 7/18/96

<u>Topic</u>	<u>Process Owner</u>	<u>Strategic JAD<sup>1</sup> Date</u>	<u>Functional JAD<sup>1</sup> Date</u>	<u>Remarks</u>
<u>Increment III</u>				
Property Management (CPMS/DPADS)	AQOE	12-15 Aug 1996	23-26 Sep 1996	
Plant Clearance (DADS)	AQOE	12-15 Aug 1996	23-26 Sep 1996	
Contract Termination (TAMS)	AQOE	12-15 Aug 1996	23-26 Sep 1996	
Engineering Surveillance (ACTS)	AQOF	12-15 Aug 1996	23-26 Sep 1996	
Contract Performance Measurement	AQOF	12-15 Aug 1996	23-26 Sep 1996	
Productivity Rate Metric (PLAS)	AQBC	12-15 Aug 1996	23-26 Sep 1996	
Customer Satisfaction	AQBC	12-15 Aug 1996	23-26 Sep 1996	
<u>Increment IV</u>				
First Article Inspection	AQOG	18-21 Nov 1996	06-09 Jan 1997	
Industrial Base Assessment	AQOG	18-21 Nov 1996	06-09 Jan 1997	
Packaging (MOCAS)	MMDOS	18-21 Nov 1996	06-09 Jan 1997	
Transportation (TRAMS/SSR)	MMDTS	18-21 Nov 1996	06-09 Jan 1997	

Attachment 1

<sup>1</sup> Recommend participation by both Headquarters and Field Personnel.

## Metrics System Project Test Schedule

7/18/96

<u>Topic</u>	<u>Scheduled Dates</u>	<u>Remarks</u>
<b><u>Transition:</u></b>		
Pre-test Meeting	19 Mar 1996	Complete
Systems Test (Contractor Conducted)	11 - 15 Mar 1996	Complete
Functional Test	25 Mar - 05 Apr 1996	Complete
Deployment	10 Aug 1996	In-process
<b><u>Increment 1</u></b>		
Systems Test (Contractor Conducted)	03 - 07 Jun 1996	Complete
Pre-test Conference	10 - 14 Jun 1996	Complete
Functional Test	03 - 07 Sep 1996	
Deployment	15 Nov 1996	
<b><u>Increment 2</u></b>		
Systems Test (Contractor Conducted)	19 - 23 Aug 1996	
Pre-test Conference	26 - 30 Aug 1996	
Functional Test	09 - 13 Sep 1996	
Deployment	15 Nov 1996	
<b><u>Increment 3</u></b>		
Systems Test (Contractor Conducted)	15 - 18 Oct 1996	
Pre-test Conference	21 - 25 Oct 1996	
Functional Test	28 Oct - 08 Nov 1996	
Deployment	15 Jan 1997	
<b><u>Increment 4</u></b>		
Systems Test (Contractor Conducted)	18 - 21 Feb 1997	
Pre-test Conference	24 - 28 Feb 1997	
Functional Test	03 - 14 Mar 1997	
Final Deployment	15 May 1997	

Attachment 1

## Cognos PowerPlay Extracts Residing on the DCMC File Server

<u>File Name</u>	<u>Contents</u>
AGEDCMC.EXE*	Data concerning the following metrics: 0 4.2.2.1- Average quantity of days contracts have been in Section 2 of the CAR. 0 4.2.2.2- Percentage of contracts in Section 2 of the CAR which are overage. o Additional data relating to the absolute quantity and <b>unliquidated</b> amount of contracts in Section 2 of the CAR. <i>All of the above data are stratified by contract type, overage reason code, month, customer, DCMD, CA O, A CO, etc.</i>
CTDCMC.EXE*	Data concerning the following metrics: 04.2.2- Average quantity of days required to closeout contracts stratified by contract type, month, customer, DCMD, CAO, etc.
SCSSDCMC.EXE*	Data concerning the following metrics: 04.2.1- Percentage of contracts due to close that were actually a closed stratified by contract type, month, customer, DCMD, CAO, etc.
SEC3DCMC.EXE*	The quantity and <b>unliquidated</b> amount of dormant contracts on-hand residing in Section 3 of the CAR stratified by month, customer, DCMD, CAO, etc.
CIDRO196.EXE**	Data concerning the following metrics: 03.7.2- The percentage of delinquent delivery schedules that were reported before they delinquent. 03.7.2.1- The average quantity of days delay reports were issued before delinquency occurred. o Additional data relating to the absolute quantity of delinquent delivery schedules on-hand. <i>All of the above data are stratified by customer, reason for delay, DCMD, CAO, IS Code, contractor, etc.</i>

*Note: The above file naming convention causes the file name to change each month. For example, the file name for February 1996 will be CIDR0296.EXE.*

DCMCJAN.EXE\*\*

*Note: The above naming convention causes the file name to change each month. For example, the file name for February 1996 will be DCMCFEB.EXE.*

Data concerning all metrics reported via the DCMC Metrics Spreadsheet appears in this extract, including demographic information, e.g., contracts, obligated amounts, unliquidated amounts, etc. All information is stratified by DCMD and CAO.

SHIPDCMC.EXE\*\*

Data concerning the following metrics:

03.7.1.3- The quantity of shipments made for each Product Quality Deficiency Reports received stratified by DCMD, CAO, and QAR.

03.7.1.4- The quantity of PQDRs received, the quantity of shipments, and the quantity of PQDRs per 1,000 shipments stratified by DCMD, CAO, and QAR.

PQDRDCMC.EXE\* \*

Data concerning the following metric:

03.7.2.2- The average quantity of days required to close Product Quality Deficiency Reports.

o Additional data relating to the absolute quantity of PQDRs and the quantity of days required to receive exhibits and to close PQDRs.

*All of the above data are stratified by customer, commodity code, action code, contract provision, sensitivity code, facility type, responsibility, DCMD, CAO, QAR, and contractor.*

DCMCPEOP.EXE \*\*

The quantity of DCMC employees on board stratified by DCMD, CAO, team, job series, sex, education, grade, retirement plan, veteran status, supervisory status, years of service, tenure group, and schedules.

BOSTON.EXE\*

*Note: In the above file naming convention, the first eight characters identify the CAO. A file exists for each CAO.*

Data concerning metrics 4.2.1, 4.2.2, 4.2.2.1, and 4.2.2.2 as described above but for only the specific contract administration office identified by the file name.

\* Files are posted to the DCMC File Server during the first week of each month.

\*\* Files are posted to the DCMC File Server during the last week of each month.

### Instructions for Downloading PowerPlay files from the DCMC File Server

*Each month the files described in Attachment 2 are placed on the DCMC File Server. The files facilitate your use of the Cognos PowerPlay decision support software. To download the files use File Transfer Protocol (FTP) and follow the step-by-step instructions below:*

1. Change your local directory to the where you have stored your PowerPlay files.  
Example: `c:\> cd\cognos\pwrply41` (enter).
2. Type: `ftp 160.147.213.30` (enter) (This is the DCMC File Server IP address).
3. When prompted for your login, type: anonymous (enter).
4. When prompted for your password, type: anonymous (enter).
5. Change remote directory to metrics by typing: `cd/metrics`. (Note: *PQDRDCMC.EXE* is in the Metrics/PQDR subdirectory. Individual CAO files, e.g., *BOSTON.EXE*, are in the Metrics/ORGMRX subdirectory).
6. To see the listing of the files contained in the directory, type: `ls` (enter).
7. To retrieve a file, type: `get (filename)` (enter).  
Example: `get DCMCJAN.EXE` (enter).
8. When the transfer is complete, type: `quit` (enter).
9. After the transfer of the file to your C: drive, the file must be extracted. To extract (inflate) the file you simply type the file name at your Cognos\Pwrply41 directory prompt.  
Example: `C:\Cognos\pwrply41> DCMCJAN` (enter).

*Note: If asked if you want to overwrite an existing file, type the letter "A" to indicate yes to overwrite all files.*

10. The file will extract itself into many files. When this process is complete, you no longer need the exe file that you transferred from the DCMC server. You may delete the exe file if you wish to conserve disk space by typing `del (filename)` (enter).

Example: `C:\Cognos\Pwrply41 del DCMCJAN.EXE` (enter)

ATTACHMENT 3      (NOTE: Transfer files in binary mode)